

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-05								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-D-14-031	Contract Period 10/01/2014 To 09/30/2017 Base Option Period Number 2	Title of Work Assignment/SF Site Name SUPPORT FOR CPPD								
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 10/01/2016 To 09/30/2017								
Comments: THE PURPOSE OF THIS ACTION IS TO AMEND TASK I AND ADD TASK 2 AND 3, INCREASING THE NUMBER OF WORKSHOPS AND PROVIDING STRATEGIC PLANNING SUPPORT AND MANAGING STAKEHOLDER FEEDBACK. THE CONTRACTOR SHALL SUBMIT A REVISED WORK PLAN AND COST ESTIMATE. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
10/01/2014 To 09/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Emma Zinsmeister						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-343-9043				
						FAX Number:				
Project Officer Name Lorraine Reddick						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1293				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name						Branch/Mail Code:				
_____ (Signature) 2-22-17 (Date)						Phone Number: 919-541-3564				
						FAX Number:				

Work Assignment Statement of Work

Title: Support for EPA's State and Local Climate and Energy Program

Contractor: IEc, Inc.

Contract No.: EP-D-14-031

Work Assignment Number: 2-05 Amendment 1

Estimated Period of Performance: October 1, 2017 to September 30, 2017

Estimated Level of Effort:

Work Assignment COR (WA COR):

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Background and Purpose:

The mission of EPA's Climate Protection Partnerships Division (CPPD) is to reduce emissions of greenhouse gases (GHGs) that contribute to global warming. To accomplish this goal, CPPD manages a variety of programs that build partnerships with private and public organizations to promote greater use of energy-efficient technologies and clean energy strategies. These programs deliver the technical information and tools organizations and consumers need to choose energy-efficient solutions and best management practices.

The State and Local Branch (SLB) within CPPD runs the State and Local Climate and Energy Program. This program provides technical assistance, analytical tools, and peer exchange opportunities to help state, local, and tribal governments use energy efficiency (EE), renewable energy (RE), and other strategies to reduce GHG emissions and achieve

multiple environmental, human health, energy system and economic benefits. SLB coordinates with EPA's Regional Offices to ensure the program's resources are designed to meet target audience needs, reflect the current state of best practices, are effectively disseminated, and help further broader EPA goals. The purpose of this work assignment is to assist SLB and relevant EPA regional staff with the planning, development, and facilitation of a series of regional training workshops on EE/RE opportunities for low-income communities. The Contractor shall complete work (i.e. prep, facilitation, and follow up) associated with the first workshop, started under the previous work assignment (WA 1-11), and then support 1-2 additional workshops.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 0 - Prepare Workplan

Within 15 calendar days of receipt of the WA signed by the Contracting Officer, the contractor shall convene a kick-off call with SLB and EPA regional staff, as appropriate, to discuss the key objectives and deliverables of the WA. Subsequently, the contractor shall develop and submit a workplan that outlines, describes, and includes: the technical approach, resources, timeline, and due dates for deliverables; a detailed cost estimate by task; and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The Contract Level COR is authorized to suggest revisions via email. If the Contract Level COR does request revisions, then the revisions shall be submitted as requested. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

0a. Kick-off call within 15 calendar days of receipt of WA.

0b. Workplan within 15 calendar days of receipt of WA.

0c. Revised workplan within 10 calendar days of receipt of comments from the Contracting Officer, if required.

Task 1 - Workshop Planning, On-site Facilitation, and Follow-up Support

Utilizing sections (f)(viii), (f)(ix), (f)(x), and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting

facilitation, administrative, and background and follow up materials development support for a series of regional training workshops (4-6) on EE/RE opportunities for low-income communities. The series shall be designed around a standard format and agenda that can be tailored to meet the specific needs and interests of different communities so that workshops can be held in multiple EPA Regions. Work on these standard elements of the series and planning for the first workshop in the series was initiated under WA 1-11. Under this new work assignment, the Contractor shall complete the work started under WA 1-11 (including the first workshop) and then support 1-2 additional workshops.

As part of the planning activities, the Contractor shall continue to work with SLB and relevant EPA regional staff to help refine the target audience/participants, scope, objectives, and desired outcomes of the workshop series. The Contractor shall then use these decisions to update and finalize the draft concept paper (3-5 pages), which SLB will use for outreach on the workshop series to other EPA staff and external stakeholders. Additional planning support shall include: conducting a local opportunity assessment for each workshop to identify the appropriate target audience(s) and their needs; creating and tailoring the agenda for each workshop location; developing workshop invitations, relevant background materials, handouts, and marketing materials; identifying, scheduling, and prepping expert speakers/trainers; managing participant registration; coordinating with the meeting location and facilities; organizing side events, such as participant site visits or group dinners; and other related workshop logistics as determined by the COR.

The Contractor shall also provide on-site facilitation for each workshop. Facilitation activities shall include: coordinating room and A/V set up with meeting facilities; managing participant check in; transitioning between sessions and expert speakers/trainers; leading group discussions and activities; identifying themes and gaps in discussions; summarizing key points; balancing attendee participation in discussions; note taking/record-keeping; and other workshop implementation activities as determined by the COR.

At least one workshop may be held in a Spanish-speaking territory of the United States. The Contractor shall be prepared to provide Spanish language services for any workshop in such a location, including communicating with speakers/presenters in Spanish and facilitating the workshop(s) entirely in Spanish. If no Spanish speakers/presenters available, then the Contractor shall use live Spanish-English translation during the actual workshop. Formal planning sessions for the workshop(s) may be conducted in English. The Contractor shall prepare all meeting materials (e.g., outreach materials, agendas, summary reports) in English and provide them in format and on a schedule, as directed by the COR, so that they may be translated into Spanish by EPA's other existing translation support contractors.

The Contractor shall also provide post-meeting follow-up support. Follow-up activities shall, at a minimum, include drafting and finalizing workshop summary reports. Additional follow-up activities may include: analyses of particular needs and issues identified during the workshop discussions, the creation of outreach materials based on

workshop outcomes and lessons learned, and/or the development of recommendations for next steps by EPA. The Contractor shall provide all final products in electronic format.

Deliverables and schedule under Task 1

Specific deadlines for deliverables will be on a case by case basis set by the COR.

- 1a.** Final concept paper on workshop series.
- 1b.** Draft and final agenda for each workshop.
- 1c.** Draft and final participant materials/handouts for each workshop.
- 1d.** On-site facilitation for 4-6 workshops.
- 1e.** Draft and final summary reports for each workshop.
- 1f.** Additional draft and final follow up products, as requested by the COR.

Task 2 – Strategic Planning Support

Utilizing sections (f)(viii), (f)(ix), (f)(x), (f)(xi) and (f)(xv) of the Statement of Work, the Contractor shall provide support for a strategic planning process to help SLB assess, strengthen, and evolve its approach to promoting EE/RE opportunities for low-income communities. This strategic planning process shall build upon the lessons learned from the workshops conducted under Task 1, as well as SLB's experiences from developing its existing set of case studies, profiles, and webcasts on this topic. The main objective of the strategic planning process will be to facilitate SLB's determination of near- and long-term goals for this line of work, as well as associated investments, partnerships, and other value-added opportunities to pursue. Ultimately, the Contractor shall help SLB develop a roadmap (as part of a final strategic plan) for how EPA can most effectively deploy resources to fill important gaps in this sector.

Within 7 days of initiation of work on this task, the contractor shall conduct a task-specific kick-off call with the COR, and other essential SLB/EPA staff, to discuss and refine the objectives of this task. Based on that discussion, the Contractor shall produce a project plan outlining the key steps and a schedule of anticipated deliverables for the project. The Contractor shall initiate implementation of the project plan upon approval by the COR. During the strategic planning process, the COR may request that the Contractor recommend additional steps or approaches to enhance the process, as appropriate.

At a minimum, the project plan for the strategic planning process should include:

- **Conducting key stakeholder interviews** with EPA staff and other federal or non-federal partners working on low-income EE/RE, as determined by the COR. The Contractor shall use these interviews to gain a deeper understanding of SLB's previous low-income EE/RE work and its desired outcomes for this second phase of work, relevant players in the field and their offerings, unmet stakeholder needs, and SLB's relevant strengths and resources that could help meet these needs.
- **Developing a landscape analysis presentation and/or report** that summarizes

the results of the key stakeholder interviews and additional research conducted by the Contractor. At a minimum, the analysis should describe the landscape of major low-income EE/RE organizations and resources; identify ongoing gaps, barriers, and challenges relevant to SLB; and recommend value-added opportunities for SLB to address these gaps in a manner that is complementary to other's investments and is in line with EPA's priorities.

- **Facilitating at least one in-person planning meeting** with SLB/EPA staff. During this meeting the Contractor shall present the landscape analysis and facilitate discussions and brainstorming exercises to help SLB develop a roadmap for its low-income EE/RE work (i.e., goals, projects, partners, investments, timelines, associated metrics, etc.). The Contractor shall identify and be prepared to provide any reasonable equipment or meeting support items (e.g., audio visual equipment, flip charts, etc.). Major issues, agreements, plans, and deadlines that arise during the discussions shall be captured on appropriate media and used in the development of the strategic plan.
- **Conducting additional research** as needed and based on technical direction from the COR.
- **Producing a final strategic plan** that details the roadmap developed during the in-person meeting(s) and other important findings and recommendations from the strategic planning process. The Contractor shall work with the COR and SLB staff to determine the appropriate format and content for this final strategic plan.

Deliverables and schedule under Task 2

Unless otherwise noted, specific deadlines for deliverables will be on a case by case basis set by the COR.

- 2a.** Task-specific kick-off call within 7 days of initiation of work on Task 2.
- 2b.** Task-specific project plan within 7 days of completion of the kick-off call.
- 2c.** Key stakeholder interviews.
- 2d.** Landscape analysis presentation and/or report.
- 2e.** Draft and final agenda for in-person planning meeting.
- 2f.** On-site facilitation of in-person planning meeting.
- 2g.** Draft and final strategic plan with roadmap.
- 2h.** Additional draft and final follow up products, as requested by the COR.

Task 3 – Stakeholder Feedback

Utilizing sections (f)(viii), (f)(ix), (f)(x), (f)(xi) and (f)(xv) of the Statement of Work, the Contractor shall provide support to help SLB understand the current needs of its state government stakeholders. This support will be technical, organizational and logistical in nature.

The Contractor shall work with SLB to determine the best way to approach state government stakeholders, including how many to contact to gain a representative sample size, who to contact taking into account organizational diversity (e.g., state air office, PUC and/or energy office), and the format for communication (e.g. online survey, phone call, etc). Next, the Contractor shall coordinate with SLB to determine the best questions to ask stakeholders to determine their needs. After that, the Contractor shall arrange for communication between SLB and stakeholders, and facilitate those interactions. Finally, the Contractor shall develop a report detailing the top needs of stakeholders, highlighting areas where SLB can work to meet those needs.

Deliverables and schedule

Specific deadlines for deliverables will be on a case by case basis set by the COR.

3a. List of stakeholders to contact

3b. List of questions for stakeholders

3c. Schedule to contact stakeholders

3d. Report detailing stakeholder needs

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